

# POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No.  
R398117

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any position replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Interdisciplinary Position					
b. Department, Agency or Establishment	Fish & Wildlife Biologist	GS	401	11		
c. Second Level Review	Fishery Biologist	GS	482	11		
d. First Level Review	Wildlife Biologist	GS	486	11		8/27/98
e. Recommended by Supervisor or Initiating Office	Private Lands Biologist (Interdisciplinary)	GS401,482,486		11		

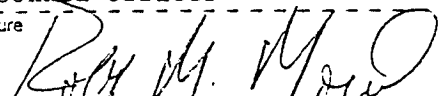
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional):

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R398117 Position Class Standard for GS-482/486 HRCD-4, 12/97	
Typed Name and Title of Official Taking Action Robb M. Morin Personnel Officer		Information for employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 		Date 8/27/98	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

1 Performance Level

Supervisor Copy  
Employee copy  
OPF(L) Copy  
Classification Copy

Fish and Wildlife Biologist (Private Lands), GS-11

Fishery Biologist (Private Lands), GS-482-11

Wildlife Biologist (Private Lands), GS-486-11

Introduction:

This is an interdisciplinary position. The incumbent serves as a Fish and Wildlife Biologist, Fishery Biologist or Wildlife Biologist at a U.S. Fish and Wildlife Service (Service) field station and is involved with all aspects of resource protection efforts on Private Lands within the local area of responsibility.

A. Major Duties:

- Provides technical assistance to state and other Federal agencies that administer Farm Bill and related agricultural programs.
- Provides technical and habitat restoration assistance to local, state and Federal cooperators in the restoration and protection of habitats utilized by Federal Trust resources on privately owned lands and in watersheds of National Wildlife Refuge System lands.
- Provides technical assistance to cooperators to restore and enhance habitats of importance to listed threatened and endangered species.
- Communicates the importance of land stewardship through extension and other channels to private landowners and to the general public. Information is dispensed by news releases, speeches, articles, bulletins, and radio and television.
- Represents the Service at meetings, conferences, workshops, and other activities concerning Service programs.
- Develops, field tests, analyzes, and evaluates methods to restore and enhance habitats on private lands for fish, wildlife and plant resources and prepares reports and recommendations on habitat restoration techniques and accomplishments.
- Documents potential land use violations and notifies responsible state or Federal authorities for action.
- Conducts fisheries and wildlife resources studies, accumulating and consolidating biological data into reports or recommendations on habitat restoration techniques.
- Enlists conservation partners for support of restoration efforts within the local area of responsibility.
- Develops field studies designed to achieve improved fish and wildlife population management practices, and in the application of new techniques as they become available.
- Coordinates and integrates the private lands program with other Service programs and offices within the local area of responsibility.
- Proposes, designs, and conducts habitat improvement projects on privately-owned lands with emphasis on stream, wetland, riparian and upland restoration and enhancement. Obtains landowner approval, completes the necessary agreement documents and successfully oversees project construction.

- Prepares management plans adequate to ensure preservation, protection, and enhancement of fish and wildlife habitat on project sites. This requires coordination and review of plans that may encompass any and all programs that affect fishery and wildlife resources. These include, but are not limited to, fire management, moist soil management, grazing management, wetland restoration and management, water quality and quantity concerns, forest management, or grassland restoration and management.

B. Factors:

Factor level 1-7

1250 Points

1. Knowledge Required by the Position:

Professional knowledge of fishery or wildlife biology applicable to the Private Lands program, a land and water restoration program, a habitat evaluation program, and a habitat resource inventory program.

Professional knowledge and skill to modify or adapt standard techniques, processes, and procedures, and to assess, select, apply precedents, and devise strategies and plans to overcome significant resource problems related to species production, protection, habitat restoration, construction, or program management and evaluation. This includes intensive knowledge and competence in advanced techniques of a highly complex area of fish and/or wildlife biology sufficient to serve as a troubleshooter, specialist, or coordinator.

Knowledge of environmental laws, executive orders, regulations and policies to insure that legal standards are met in formulating habitat development projects and restoration activities.

Knowledge of the biological characteristics, conditions, and interrelationships of aquatic and terrestrial biota, or of fish and wildlife resources and ecological systems to evaluate resource or water development/restoration/management projects. This should include knowledge of wetland, grassland, and riparian restoration techniques, procedures, and applications, and their effective promotion.

Knowledge and skill to analyze data or to prepare studies and reports on the impact of various management or public practices on a resource, or on the complementary or competitive impact of the development, modification, or change in the use of one resource on another. This level is also used in assessing the environmental impact and making recommendations on such programs as: (1) wetland conversion projects; (2) programs and activities of the U.S. Department of Agriculture, and (3) impacts to Federal trust resources from other land use projects.

Knowledge of contracting procedures and legal requirements to develop detailed contract specifications, task statements, quality of work criteria, and related specifications for use in obtaining specific kinds of work and services on privately owned lands through competitive contract and acquisition channels. Skill in grant writing and administration, including the development of work plans and progress reports to insure continued availability of supplemental funds for restoration activities.

Knowledge and skill in administrative and staff level work to: (1) provide advisory, review, and training services to others engaged in the planning and management of privately-owned fish and wildlife areas, and (2) develop a variety of short (1-3 years) and medium range (3-5 years) integrated plans for fish and wildlife projects including estimates of personnel, equipment, materials, and schedules required to carry out the plans.

2. Supervisory Controls:

Factor level 2-4

450 Points

The supervisor establishes overall goals and resources available. The biologist and supervisor confer on the development of general objectives, projects, work to be done, and deadlines.

The biologist is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The biologist is expected to resolve most problems that arise and coordinate the work with others in the same or other resource areas or disciplines as necessary. The biologist interprets and applies program policy in terms of established objectives; keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. Guidelines:

Factor Level 3-3

275 Points

A number of general guidelines are available, such as engineering, handbooks, restoration guides, evaluation methodologies and broad objectives have been established.

Although the guidelines that are available may not be completely applicable to the work situation, the biologist uses judgment in determining which appropriate alternatives should be used. The biologist uses judgment interpreting and adapting guidelines for application to specific situations or problems. In cases where guidelines lack specificity, the biologist makes generalizations from several guidelines in carrying out work efforts, analyzes results, and recommends changes. The biologist determines when problems require additional guidance.

4. Complexity:

Factor level 4-3

150 Points

The work is characterized by the application of different and unrelated processes and methods (e.g., wetland delineation, watershed assessment and habitat restoration). The work requires analyses and evaluations of environmental conditions, and ecological systems and the impact of proposed construction projects on fishery or wildlife resources.

The biologist must make decisions which include considerations about the interrelationships of fishery or wildlife resources. Information which may affect the decision making process include: (a) competing resource values, practices, or techniques; (b) conflicting public and land use demands; (c) controversial biological practices or techniques; (d) changing habitat conditions; and (e) limited alternatives, solutions, and coordination problems caused by interference or conflicts with other resource uses or functions.

Actions taken require the biologist to select and apply conventional approaches and precedent solutions according to specific conditions which exist in each assignment.

5. Scope and Effect:

Factor level 5-4

225 Points

The purpose of the work includes developing new or improved techniques or criteria for the conduct of habitat restoration projects on private lands. The work involves advisory, planning, or review services on specific problems, programs or functions. It may involve unusual problems, development of new approaches or techniques, and validation of programs and plans such as those associated with studies that are prepared for management or administrative use. Other work involves projects or assignments related to recovering endangered or threatened species; managing a habitat to assure the perpetuation of Federal Trust Species; and evaluating the results of watershed improvement/degradation on major fishery or wildlife problems. Work situations may be complicated by administrative problems, including the availability of funds and personnel resources, the accuracy of data bases, and information/exchange methodologies.

The results of the work, or work products, affect the work of state and county officials, tribal organizations, and program managers or technical specialists in outside agencies. The work also influences the effectiveness or acceptability of agency goals, projects, programs, and objectives. Activities typically involve problems which impact or affect the continued existence of a resource or resource area.

6. Personal Contacts:

Factor level 3

Individuals or groups from outside the employing agency such as biologists and managers from other agencies, contractors, or representatives of professional organizations, the news media, private landowners, agribusiness, or public action groups. This level may also include contacts with the FWS Director or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc or other irregular basis. In many cases the contacts may be on an ad hoc basis and the role of each party is established and developed during the course of the contact.

7. Purpose of Contacts:

Factor level b

110 Points

To plan, coordinate, or advise on work efforts and solve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who may have basically cooperative attitudes.

8. Physical Demands:

Factor level 8-2

20 Points

The work requires some physical exertion such as long periods of standing, walking over rough, muddy, uneven, swampy, or mountainous terrain, recurring periods of bending, crouching, stooping, stretching, reaching, or similar activities, and recurring lifting of moderately heavy items weighing up to 50 pounds.

9. Work Environment:

Factor level 9-2

20 Points

The job requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_.

Total 2500 = GS-11